



INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT

FROM: NANCY J. HARRIS
ASSISTANT SUPERINTENDENT FOR BUSINESS

SUBJECT: REQUEST FOR APPROPRIATION – RENTALS & REIMBURSEMENTS

DATE: SEPTEMBER 28, 2011 (REVISED 10/4/11)

CC: J. KONDUB, F. MEILAN, RENTALS FILE

The Board of Education, in accordance with the policy approved by the Board of Education (based on an agreement with the Board of Finance), has authorized the Superintendent to provide written accountings to the Board of Finance (BOF) regarding revenues and expenditures associated with rentals and reimbursements.

I am now submitting the final report on the Rentals and Reimbursement account. The Final Rentals and Reimbursements Statement provides the summary of activity for the two sources of revenue: (1) reimbursement from the teacher's union for 40% of the union president's annual salary and (2) rental fees received for the use of school facilities by outside organizations.

We are, therefore, requesting that the Board of Finance accept the report and make net appropriation adjustments to the Board of Education budget in the amount of \$31,240.65, representing all revenues received from the Westport Education Association in payment of the salary of the president of the teacher's union for the fiscal year. This \$31,240.65 is determined as follows:

Final Action Requested:

Total funds received (7/1/10 – 6/30/11)	\$140,824.87
Funds deemed appropriated	<u>109,584.22</u>
per CGS 10-222a (7/1/10 – 6/30/11)	
Net appropriation request (7/1/10 – 6/30/11)	\$ 31,240.65

This request for appropriations complies with the Fund Accounting Procedure agreed to in 2001 by the Board of Education and the Board of Finance.

NJH:abm
BOF EOY Rentals transmittal